



# OER FOR RESERVE OFFICERS ON ADT, SADT OR TEMAC

(For Periods of Duty 6 to 29 Days)

(See Instructions on Page 2)

## 1. ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. EXPER. INDICATOR	d. GRADE	YY MM DD e. DATE OF RANK
f. RESERVE UNIT		g. RES. UNIT OPFAC	h. DATE REPORTED TO RESERVE UNIT	
i. OCCASION FOR REPORT <input type="radio"/> ADT <input type="radio"/> SADT <input type="radio"/> TEMAC		j. PERIOD OF REPORT To		
k. REPORTED-ON OFFICER SIGNATURE		l. DAYS NOT OBSERVED TAD OTHER		m. DATE SUBMITTED

## 2. DESCRIPTION OF GOALS/OBJECTIVES AT

a. UNIT:

b. OPFAC:

DOCUMENTS ATTACHED:

## 3. DETAILED DESCRIPTION OF ACCOMPLISHMENTS/PERFORMANCE:

## 4. SUPERVISOR AUTHENTICATION

a. NAME AND SIGNATURE	b. GRADE	c. SSN	d. TITLE OF POSITION	e. DATE
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## 5. COMPARISON SCALE AND DISTRIBUTION: (Given the comments in Section 3, compare this officer with others of the same grade.)

UNSATISFACTORY	A QUALIFIED OFFICER	ONE OF THE MANY COMPETENT PROFESSIONALS WHO FORM THE MAJORITY OF THE GRADE	AN EXCEPTIONAL OFFICER	A DISTINGUISHED OFFICER
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 6. COMMANDING OFFICER AUTHENTICATION: (Active Site CO or HQ/District Div. Chief)

a. NAME AND SIGNATURE	b. GRADE	c. SSN	d. TITLE OF POSITION	e. DATE
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## INSTRUCTIONS

**PURPOSE:** The OER For Reserve Officers On ADT, SADT Or TEMAC shall be completed for all such periods of active duty from 6 to 29 days. USE OF THE STANDARD (5300) SERIES OER IS PROHIBITED for recording performance of duty within this timeframe. For any active duty of less than 6 days, this report form is also the only OER to be used if the option to report on the period is exercised.

### COMPLETE AND SUBMIT THE REPORT AS FOLLOWS:

1. **Administrative Data:** To be completed by the Reported-on Officer. All dates (Blocks e., h., j. and m.) are to be written in YY/MM/DD format, e.g., 88/11/01. Blocks a. through c. and f. are self-explanatory. Other sections are to be completed as follows:

- d. Use a two digit letter/number format, i.e., W2, 04.
- g. Reserve Unit District & OPFAC, e.g., 05-56789.
- h. Date Reported (to Reserve Unit).
- i. Mark appropriate block.
- k. Reported-on Officer's signature, if available.
- l. Note days TAD or other.

2. **Description of Goals/Objectives:** To be completed by active duty site Supervisor. Describe in specific detail the goals/objectives established for this period. Include a statement on the number of personnel *directly* supervised and funds directly controlled; if none, so state.

- a. Unit: Active Duty site where ADT, SADT, TEMAC performed.
- b. OPFAC: District/OPFAC of Active Duty Command.
- c. Documents Attached: Flag Officers/equivalent or higher.

3. **Detailed Description of Accomplishments/Performance:** Describe the officer's accomplishments/performance that have been actually observed during the period. Describe the action and its results. Start the sentence with a past tense action verb (e.g., "developed new training manual that increased boat crew qualifications by 50%"). Comments may be written "Kiplinger Style", brief yet thorough. NO NUMERICS WILL BE ASSIGNED. MAKE COMMENTS ON FRONT OF FORM ONLY, i.e., NO CONTINUATION SHEETS ARE ALLOWED.

4. **Supervisor Authentication:** Blocks a. through d. must by TYPED.

5. **Comparison Scale and Distribution:** To be completed by the active site Commanding Officer (in the capacity of Reporting Officer).

6. **Commanding Officer Authentication:** Same as 4. and 5. above.

*Review Chain:* When this OER is completed, forward immediately to the reservist's District (r) for administrative review of Section 1. District (r) will then forward to Commandant (G-RSM) for final Administrative and Quality Control Review. Commandant (G-RSM) will return a copy to Reported-on Officer and District (r). Original to be filed in Reported-on Officer's Headquarters service record.

7. **RETURN ADDRESS.** (Name and address to which a copy will be sent when the original is filed in the officer's record.)

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8. **HEADQUARTERS VALIDATION**

#### PRIVACY ACT STATEMENT

This information is requested under the authority of 14 U.S.C. 633 to determine an officer's suitability for promotion or job assignment. Submission of the information is mandatory. Failure to provide it could adversely affect promotion opportunities and job assignments or lead to disciplinary action.